

# Tips for a Successful Individual or Group Presentation

## Professionalism

1. Dress the part – that alone takes your presentation up a notch, and gets your audience ready to take you seriously.
2. Practice your part so that you're not stumbling over words. This also helps alleviate nervousness. Do not improvise – it always shows. Know your material and know it well, and stick to your outlines.
3. Don't have anything in your mouth – no gum, no cough drop, no candy, etc.
4. Make meaningful eye contact, but don't be afraid to refer to your notes.
5. Engage your classmates on your material! This is not just for your professor; your cohort is your audience. (This goes for you too, audience – pay attention and be engaged by your classmates' presentations.)

## Academic Excellence

1. Put the material into your own words – be comfortable with the information.
2. Use academic language and tone.
3. Cite the source for your information within the ppt slide, then give the complete reference on a bibliographic page.
4. Check your grammar (or have someone check it for you). Grammatical errors in speech are very distracting. Worse yet are grammatical errors in print, up on the screen for all to see!
5. Use visuals – images, props, etc. Don't just say, *show*. Words go by too quickly; images linger and engage.

## Learning Team Cohesiveness

1. Take the time to cohere the information / presentation with effective transitions, blocking, and interdependent references.
2. Be consistent in the content and voice of the PowerPoint slides.
3. Be sure all your information matches: outlines with ppt content, presentation notes with ppt slides, etc.
4. Know each other's content – don't work in a silo!

## Improve and Grow

We expect that students will improve their presentation skills throughout the program; therefore, instructors' expectations increase as you continue through your courses. Challenge yourself to keep growing! Be creative and find new ways and new activities to communicate your content. This will keep your classmates engaged, keep your attention and interest, and provide you with a treasure trove of options for powerful and effective presentations in any setting.